**Job Description and Person Specification Profile – CLIMATE AND ENERGY MANAGER**

**CLIMATE AND ENERGY MANAGER**

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| **Team:** | Strategic Property |
| **Service:** | Facilities Management |
| **Salary & Grade/Band/Pay Range:**  **Job ID:**  **Professional Grade Category:** | Grade J+: SCP 41 £47,573 - SCP 43 £49,590  GH06  J+ |
| **Responsible to:** | Head of Capital programme Delivery, Corporate Facilities Management and Energy |
| **Contract Basis:** | Permanent |
| **Hours Per Week:** | 36 hours per week |
| **Working Pattern:** | Monday to Friday (flexible / hybrid working) |
| **Location:** | Tameside One / Home-working |
| **Probationary Period:** | 12 months |
| **Criminal records Check required:** | No |
| **Politically Restricted Post:** | No |

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| **What’s the post, and what are we looking for?** |
| This role will lead the development and management of a substantial programme of activity which will support the council and borough’s transition to zero carbon.  To lead fundamental organisational change alongside co-ordinating and leading complex projects to deliver the council’s ambitious Climate Emergency targets and the local commitments related to The 5 Year Environmental Plan for Greater Manchester  The role will be flexibly worked but will necessarily require attendance at site locations across the Borough, and also occasionally out of Tameside 1, Market Place, Ashton-Under-Lyne.  Tameside Borough Council is embarking on a programme of radical change to meet the challenges of modern local government, public service reform and integrated health/social care. Fast paced improvement across the Council is being driven by a highly motivated, integrated leadership team, who are pushing the boundaries to dramatically change culture, modernise services and identify innovative ways to manage service demand.  Our recently appointed Assistant Director of Strategic Property and the Director of Place have undertaken a review of the directorate's services have restructured to align all council property related functions.  Reporting to the Head of Capital Programme Delivery, Corporate Facilities Management, Climate and Energy; you will line manage the Councils Climate and Energy Team.  You will lead the development and management of a substantial programme of activity this will support the council and the borough’s transition to zero carbon. In addition, it will lead fundamental organisational change alongside co-ordinating and leading complex projects to deliver the council’s ambitious Climate Emergency targets and the local commitments related to ‘’The 5 Year Environmental Plan for Greater Manchester’.  As a member of the Capital Programme Delivery, Corporate Facilities Management, Climate and Energy leadership team and the Strategic Property Services wider Management Team you will play a key role in the delivery of Council and Growth Directorate priorities, transformation of our property functions, integrate existing services and build new service delivery methods. You will support the implementation of a Strategic Asset Management Plan and delivery of all the Council's projects and programmes.  You will work with a wide range of partners and stakeholders, including Schools, Tameside & Glossop Integrated Care NHS Foundation Trust, Pennine Care NHS Foundation Trust and the Greater Manchester Combined Authority, to get optimum results.  An experienced Climate and Energy Management professional, with significant experience of working in a large organisation managing a wide property portfolio you will be able to work at pace with enthusiasm and be able to engage with and influence a range of partners at all levels.  If you wish to discuss the role, please contact Ben Middleton, Assistant Director Strategic Property on 07976 974702.  **Main Duties and Responsibilities include:**  *This list is not exhaustive and is an indicator of the key duties and responsibilities that the post holder will have, as opposed to a task list.*   * Lead the council’s overall programme management approach to ensure a robust and co-ordinated response to the Climate Emergency. * Lead the co-ordination of the Councils Climate Action activities and local response and support of the 5 Year Environment Plan for Greater Manchester. * Drive and support the development, implementation and delivery of the council’s Climate Action Strategy and Plan both internally and externally and ensure that progress is in line with budgets, targets, timescales and strategic objectives. * Programme manage fundamental organisational change within the council and lead actions to promote and facilitate the considerable behaviour change needed both within the council and externally in our communities. * Manage and coordinate the associated governance structure of the programme and all relevant stakeholder panels and linked groups and meetings. Ensure that Climate Emergency is embedded into council policies/procedures and strategies. * Work with other service areas to provide advice, expertise and guidance to support our climate objectives. * Be responsible for the management of the Councils energy and utility supply contracts. * Develop revenue through the implementation of a range of energy management, decarbonisation, retrofit, local supply and generation projects. * Lead on identifying and drawing down grant funding in support of other duties. * Develop, manage and successfully implement a range of complex high value projects and initiatives to deliver focussing on those projects related to energy management e.g. decarbonisation, retrofit, local supply and generation. * Directly manage the Climate and Energy Team undertaking all necessary management responsibility in relation to policies and procedures. * Develop suitable relevant business cases relating to Climate Action projects and present detailed structured reports and proposals to senior management and councillors for consideration. * Lead on relevant complex internal and external funding bids to attract resources to deliver the new action plan. * Manage deploy and co-ordinate resources effectively ensuring that project essentials are fully identified including officer resource, finance and other practical requirements. * Represent the council regionally, sub regionally and nationally on relevant groups and forums with key partners and ensure that the council’s values and successes are communicated. * To provide support to/deputising for the Head of Corporate Facilities Management, Capital Programmes and Climate in the provision of the functions of the Corporate Facilities Management Service. * Develop and manage the Council’s charging infrastructure, including developing income, required for electric vehicles.   *The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.* |

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| **About you** |
| **Your essential qualifications**   * Level 6 e.g. Bachelor Degrees, Graduate Certificates and Diplomas; plus post qualifying experience or evidence of the equivalent level of knowledge gained through work experience.   **Your essential skills, knowledge and experience**   * Advanced theoretical, practical and procedural knowledge and experience in relation to the whole range of Climate Change measures and policies and their relationship with other agendas. * Experience of working in /or working with a large public sector organisation. * Ability to maintain focus and objectivity under various conditions and skill in managing and maintaining multi priority workloads, progressing projects and plans concurrently. * Ability to maintain focus and objectivity under various conditions and skill in managing and maintaining multi priority workloads, progressing projects and plans concurrently. * Ability to develop policies, strategies and action plans. * Evidenced understanding of the role of multi-agency partnerships and the principles of stakeholder management when delivering programmes and projects. * Knowledge and experience of procurement and contract management principles and processes secured through working with public sector partners, external providers and contractors. * Ability to analyse and interpret varied and complex data to evaluate progress, to produce business cases, to identify risks/opportunities and to formulate future strategy, actions and policy. * Ability to lead, manage and motivate officers to high levels of performance to achieve change and maximise officer potential and contribution to the achievement of identified aims and objectives. * Ability and experience of leading a team dealing with diverse issues with minimal managerial supervision. * Excellent interpersonal skills with the ability to communicate, negotiate and be persuasive, both verbally and in writing with a diverse range of people. * Able to remain resilient and respond appropriately to difficult circumstances. * Commitment to the principles of public service and public service excellence .   **If you have the following experience or qualifications – then that’s great!**   * Experience of managing energy and utility contracts across a large organisation. * Knowledge and experience of project management principles, designing, coordinating and delivering large scale projects and programmes. |

**Our employees’ skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.**

**What can you expect from us?**

* A fair salary and benefits
* Opportunities for good health and wellbeing
* Help you to grow, develop and to do your best
* Enable you to be creative and innovative
* Fully involve you in changes that affect you and your work
* Listen, and act on your ideas and feedback

**Working together, we are proud to work for Tameside**

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

**TRUST**

Trust is placed in us and we have trust in those that lead us. We feel empowered to support our residents and communities.

**SUPPORT**

We work in a supportive environment and actively encourage supporting each other to bring about innovation, improvement and sustainability. Good health and wellbeing is important to all of us.

**INTEGRITY**

We conduct ourselves and our services with honesty and fairness, modelling strong ethical and moral principles to ensure outcome driven results for our residents and communities.

**RESPECT**

We relate to others in ways that we want others to understand and relate to us. The behaviour that we model sets what we expect.

**VALUE DIVERSITY**

We are all recognised for our diversity, , commitment, skills and achievements and will challenge inequalities.

**ENGAGE**

We experience consistency in our everyday work; by being involved and having good quality and timely communication across the whole organisation. Our leaders are accessible and open to discussion.

**As well as making a difference to your community and working for one of the highest performing organisation’s in the country, here are some other reasons we think you should consider a career with us:**

You will have an **induction** that will help you to understand what to expect once you start, how the organisation works and how your post contributes towards the Corporate Plan ‘Our People Our Place Our Plan’ aims and aspirations for the area.

The plan is structured by life course – Starting Well, Living Well and Ageing Well, underpinned by the idea of ensuring that Tameside is a Great Place, and has a Vibrant Economy. Tameside has a genuine **commitment to equality of opportunity** for its employees and citizens.

A comprehensive **workforce development programme**, leadership development programme, as well as an aspiring manager programme.

**Up to 30 days leave per year** depending on pay grade/band, in addition to statutory bank holidays. We also operate a **Holiday Purchase scheme.**

The commitment to improving the **work-life balance of employees** with a number of supportive procedures promoting, various types of flexible working. Along with, many family friendly policies in place, including generous schemes covering maternity, paternity, shared parental and adoption leave.

Tameside Council employees can join the **Local Government Pension Scheme (LGPS).** More information about GMPF and LGPS pensions can be found at [www.gmpf.org.uk](http://www.gmpf.org.uk). Teachers can join the **Teachers’ Pension Scheme**.  More information on this scheme can be found by visiting [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk/).

Tameside offers a range of salary sacrifice schemes, plus a number of other **staff benefits** including discounts at local shops, restaurants, health and fitness clubs and much more.